

**BY ORDER OF THE COMMANDER
18TH WING**

18TH WING INSTRUCTION 23-101

22 APRIL 2015



Materiel Management

***PRECIOUS METALS RECOVERY
PROGRAM (PMRP)***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 23-1, *Materiel Management*, and establishes procedures applicable to the Precious Metals Recovery Program (PMRP). This instruction applies to all activities generating precious metals. It applies to 18th Wing and tenant units at Kadena Air Base. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This instruction was published to reflect the current AFI 23-101, *Air Force Materiel Management*, as well as rescission of AFMAN 23-110, *USAF Supply Manual*, and AFMAN23-110V6CH4_18WGSUP.

1. The responsible organization's Precious Metals Recovery Program (PMRP) monitor. Ensures precious metal items located in bench stock and shadow boards are labeled to identify as such. The monitor will maintain a continuity folder with the following contents: Appointment Letters, copy of 18th Wing Instruction 23-101, Squadron Precious Metals Recovery Operating Instructions/Policy Letter, training package, quarterly turn-in reports, log of turn-ins to Defense Logistics Agency Disposition Services (DLA-DS) and A5J documents, Self-Inspection Checklist and Self-Inspection Results.

1.1. The 18 LRS Inspection Element will be responsible for managing the PMRP and will be the focal point for all matters concerning the PMRP.

1.2. Commanders of units which use or consume items bearing recoverable precious metals will appoint, in writing, a primary and alternate unit PMRP monitor to ensure the conservation of all precious metals bearing material (sample appointment letter in [Attachment 3](#)). Provide a copy of this appointment letter to the PMRP manager, 18 LRS Inspection Element (18 LRS/LGRMI). This letter will include the appointee's name, duty phone, office symbol, building number, room number, and type of precious metals generated (hypo solution, film, ash, bench stock, etc.).

1.3. The activity PMRP monitors will conduct a self-inspection twice a year (January/July).

1.4. PMRP manager will conduct program management training for activity monitors as required. Upon receipt of new appointment letter, PMRP manager will contact new activity monitor to schedule training.

1.5. Commanders of units which purchase items bearing recoverable precious metals using a Government Purchase Card (GPC), will follow the same guidelines as assets purchased through normal supply channels.

1.6. The 18 LRS Customer Support Section (18 LRS/LGRMC) will notify PMRP monitors when local purchase stock numbers are assigned to items containing precious metals.

2. Generating activities. Will segregate and sort all precious metals or precious metals bearing material from other scrap (e.g. high temperature and critical alloys) prior to turning into DLA-DS. Due to the number of individuals authorized to receipt for precious metals at DLA-DS, all generating activities should call DLA-DS (637-1976), to schedule precious metals turn-in.

2.1. Only items with an expendability, recoverability and reparability category (ERRC) code of XF3, code "P" and XB3 code "N" will be turned directly into DLA-DS.

3. Requisitioning silver recovery equipment and supplies: Units will contact the installation PMRP manager to requisition precious metals or precious metals recovery equipment and supplies for recovery of silver from spent hypo solution. This will be on a free issue basis. The DLA-DS will notify the installation PMRP manager when requisitions are received. Requesting units will then be notified to pick up their assets at DLA-DS, Building 600, Camp Kinser. Units shall maintain a jacket folder with the tabs as outlined in [Attachment 2](#).

3.1. Units should maintain close contact with the local DLA-DS to keep abreast of silver recovery techniques and to obtain or provide assistance on the overall PMRP.

4. Unit PMRP monitors. Will ensure all precious metals or precious metals bearing scrap or waste pending turn-in to DLA-DS are stored and safeguarded in a locked container or cabinet.

4.1. Classified film (silver bearing) must be shredded before turning into DLA-DS.

4.2. Photographic film and paper will be removed from spools or other mountings prior to delivery. Rolled film or paper may not exceed 2.5 inches in diameter.

BARRY R. CORNISH, Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 23-1, *Materiel Management*, 15 February 2011

AFI 23-101, Air Force Materiel Management, 8 August 2013

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

DD FORM 1348-1A, *Issue Release/Receipt Document*

Abbreviations and Acronyms

DLAS—DS – Defense Logistics Agency Disposition Services

PMRP—Precious Metals Recovery Program

Attachment 2**UNIT JACKET FOLDER****A2.1. TAB A: APPOINTMENT LETTERS.**

A2.1.1. Copy of letter appointing the unit PMRP monitor and alternate will have the following information: NAME, PRI/ALT, PHONE, OFFICE SYMBOL, BLDG, ROOM NUMBER, DEROS, and TYPE.

A2.1.2. Copy of letter appointing individual(s) other than the monitor or alternate to receipt for, issue, and turn-in precious metals bearing items assigned controlled item code "R".

A2.2. TAB B: PUBLICATIONS. Copies of any publications that affect the PMRP management (e.g. DOD 4160.21-M, TO 00-25-113, AFI 23-101, 18 WGI 23-101).

A2.3. TAB C: DD FORM 1348-1A, *ISSUE RELEASE/RECEIPT DOCUMENT*. Generating/using activities are responsible for preparing DD Form 1348-1A, *Issue Release/Receipt Document*, when turning in precious metals or precious metals bearing material to DLA-DS. All turn-in transactions will be off-line (not processed through the computer) using DD Form 1348-1A. These forms will be hand scribed or typed by the using activity. All DD Form 1348-1A will be filed in Tab C for audit purposes.

A2.4. TAB D: PRECIOUS METALS LISTINGS. A copy of the Precious Metal Indicator Listing which indicates items that contain precious metals.

A2.5. TAB E: SELF-INSPECTION REPORTS. Copies of any discrepancies identified during self-inspections or PMRP surveillances.

Attachment 3

SAMPLE APPOINTMENT LETTER

Figure A3.1. Sample Appointment Letter

(Letterhead)						Date
MEMORANDUM FOR 18 LRS/LGRMI						
FROM: SQ/CC						
SUBJECT: Appointment of Squadron Precious Metal Monitors						
1. Program monitor duties will be carried out in accordance with AFI 23-101, 6.3.3.1.4.2. The following individuals have been appointed as Precious Metals Recovery Program Monitors:						
<u>Rank/Name</u>	<u>PRI/ALT</u>	<u>Phone #</u>	<u>DEROS</u>	<u>Office Sym</u>	<u>Bldg/Rm#</u>	<u>TYPE</u>
2. The following individuals are authorized to receive, issue, and turn-in fine precious metals and high precious metal content items assigned a CIC code "R":						
<u>Rank/Name</u>	<u>PRI/ALT</u>	<u>Phone #</u>	<u>DEROS</u>	<u>Office Sym</u>	<u>Bldg/Rm#</u>	<u>TYPE</u>
3. The following individuals have been appointed as the disinterested party to inspect Precious Metal Turn-In documentation and quantities of material on hand:						
(NOTE: Individuals not involved in the use or recovery of precious metals. Also, audits must be accomplished twice a year.)						
<u>Rank/Name</u>	<u>PRI/ALT</u>	<u>Phone #</u>	<u>DEROS</u>	<u>Office Sym</u>	<u>Bldg/Rm#</u>	<u>TYPE</u>
4. This letter supersedes all previous letters, same subject.						
Name, Rank, Service Commander, Unit						